



10th Annual State of Delaware Hazardous Materials Training Workshop

Planning Committee Meeting #1

Mill Creek Fire Company, Station 21

Thursday, August 18th, 2016

2:30 PM -4:30

Meeting Minutes

Voting Members Present: (12)

- | | |
|------------------|--------------------|
| 1. Dave Anderson | 7. Mark Dolan |
| 2. Jamie Bethard | 8. Dave Irwin |
| 3. Jerry Brennan | 9. Bill Kelly |
| 4. Ken Cenci | 10. Rebecca Keyser |
| 5. Avery Dalton | 11. Jake Morente |
| 6. Ron Dietrick | 12. Beth Neumane |

A quorum was present - attendance roster is attached

Non-voting Members Present: (2)

1. Ellen Malenfante
2. Sam Palermo

Bridge-line Members: (3)

1. Tara Chambers
2. Airman Gonzalez, Dover AFB
3. Dave Mick
4. Charles Stevenson

1. **Call to Order** at 2:32 by Chairman Irwin.
2. **Motion to Accept the Agenda:** Dave Anderson, 2nd by: Sam Palermo . Unanimous approval, motion passed.

3. **10th Annual Planning Committee Membership.** Discussion on voting and non-voting members. A list was compiled of those agreeing to become voting members. Chairmen Irwin thanked everyone for their participation and continued support of the Hazmat Training Workshop.
4. **Hotwash Meeting Minutes Approval:** Motion: Beth Neumane, 2nd by: Jamie Bethard
Unanimous approval, motion passed.
5. **2016 Finance Report:** presented by Mark Dolan on behalf of Mill Creek Fire Company
 - a. Income: \$ 22,670.00
 - b. Expenses: \$ 17,273.50
 - Discussion. It was explained that Mill Creek Fire Company maintains a separate bank account and accounting records for the Delaware Hazmat Training Workshop. This account is audited annually with the Fire Company's other accounts.
 - The Hazmat Training Workshop accounting records will be available for public viewing on Mill Creek Fire Company's website within next thirty days.
 - Mill Creek Fire Company Board of Directors approved their continued support of the 2017 Hazmat Training Workshop at their July 11, 2016 Board Meeting.
6. **2017 Workshop dates:** Jerry Brennan confirmed, Friday, April 7th and Saturday, April 8th, 2017 at the Delaware State Fire School in Dover, Delaware.
7. **Sponsor/Exhibitor fund raising coordinated by MCFC:**
 - The Fire Company has completed many sponsor specific paperwork providing necessary information.
 - The Fire Company has developed a separate exhibitor registration form. The same form must be completed by each person attending from exhibiting company/agency.
 - A sample corporate sponsorship letter was displayed for discussion. Initial sponsor emails will be sent out in October.
 - A concern was raised regarding workshop photos taken with the Cabinet Secretary of Safety and Homeland Security can be used by the sponsor for their newsletter. Conclusion, obtain prior event approval.
8. **Potential sponsors for:** Dinner 4/7, Miller Environmental has already asked ??,
Breakfast 4/8 _____ and Lunch 4/8 _____
Discussion held on offering these special promotions to sponsors with fee amounts.
9. **FY 2017 HMEP Grant commitment amount:** Avery Dalton reported the \$4,000 was available and \$1,825 was available for office supplies.
10. **Review items from 4/27/16 Hotwash meeting:**
 - a. Fire School staff (LC) and DNREC staff (DD) offered to take workload off DEMA and to better coordinate with new practices. This would allow for last minute and changes to

name tags to be made. **Action:** Jerry suggested have Fire School to take over name tag process, agreed.

- b. Tracking of dinner participants (separate registration and ticketing). **Action:** Primarily statistical purposes. Fire School can have someone at dinner line checking attendance.
- c. More people at registration table during peak periods; morning rush and pre-dinner. **Action:** Agreed to have a few more people during peak periods.
- d. Bottled water for instructors; two bottles in each classroom & cooler in Instructors Lounge. **Action:** This item will be added to the course facilitator list.
- e. Course review sheets, pre-list course name & instructor. **Action:** Ellen Malenfante has/will create a course facilitator list.

11. **Review 9th Annual session survey and 2016 program:**

- a. Ellen Malenfante asked if we needed to update Student Review surveys. **Action:** it was decided to modify if needed for instructors feedback.
- b. Discussion held on meals provided by Citizen's Hose of Smyrna Ladies Auxiliary. Only positive comments on service, quality and volume. **Action:** Motion to use Citizen's Hose of Smyrna Ladies Auxiliary for the 2017 Workshop by Jerry Brennan, 2nd by Bill Kelly. Unanimous approval, motion passed.

12. **Develop 2017 Program:**

Preliminary course topics and instructors were discussed as follows. Before our next meeting, contact will be made with instructors on availability and course content. Other and/or additional course topics will be discussed at the next meeting. Suggestions are welcomed and please submit to a committee member.

Friday 4/7/17 – Discussion held on limiting to 5 sessions.

| Session A | Session B | Session C | Session D | Session E |
|---|--|--|--|---------------------------------|
| Hospital DECON & Ebola J.Leonetti | Advanced Air Monitoring F.Docimo | Anhydrous Ammonia D.Binder | DOT Cylinder & Transportation T.Murray | Hazmat by Dr. C.Poore |
| | | | | |
| Session F | Session G | Session H | Session I | Session J |
| Hospital DECON & Ebola J.Leonetti | Advanced Air Monitoring F.Docimo | Anhydrous Ammonia D.Binder | DOT Cylinder & Transportation T.Murray | Hazmat by Dr. C.Poore |
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Saturday 4/8/17 – Discussion held on limiting to 6 sessions. ???

| Session 1 | Session 2 | Session 3 | Session 4 | Session 5 | Session 6 |
|---|---|--|----------------------------------|--|------------------------------|
| DSP and FBI C.Ennis and T.Kerstetter | Ethanol Safety Seminar BioFuels/ TransCAER | In Suite Emergencies D.S.F.S. | Hazmat by Dr. C. Poore | Hazmat Response by Dover AFB | Meters by F.Docimo |
| | | | | | |
| Session 7 | Session 8 | Session 9 | Session 10 | Session 11 | Session 12 |
| DSP and FBI C.Ennis and T.Kerstetter | Ethanol Safety Seminar BioFuels/ TransCAER | How to make your own Training Props. D.S.F.S | Hazmat by Dr. C. Poore | Hazmat Response by 31 st CST M.Evans | Meters by F.Docimo |
| | | | | | |

Due to time constraints, the following agenda items were not discussed.

13. **Workshop promotional items discussion:** *unable to discuss*
14. **Registration launch date projection:** *unable to discuss*
15. **Complete Event Task List:** *unable to discuss*
16. **Any other business:** *unable to discuss*
17. **Next meeting date:** Tuesday, September 27th, 2016 2:30-4:30 at the Mill Creek Fire Company, Station 21
18. **Adjournment:** Chairman Irwin thanked everyone again for their attendance and participation. At 4:32 pm, Motion to adjourn: Rebecca Keyser, 2nd by: Jake Morente. Unanimous approval. Motion Passed.

Recorded by Jake Morente